

University of Washington School of Medicine
Department of Obstetrics & Gynecology
Legal Procedures and Fee Schedule

UW Medicine physicians are frequently asked to testify in a variety of settings. In order to assist our patients and their counsel, while minimizing disruption to other patients, we have developed the following procedures described in this letter. You should contact us **at least 6 weeks** before the time frame in which you would like to schedule the meeting to help ensure that our appointment calendar will be able to accommodate your request.

LEGAL REQUESTS:

For all legal requests, please provide the following:

- A current, signed Release of Information Form (ROI) for the patient including the patient's identifying information. Identifying information includes the Hospital ID #, date of birth and/or last 4 digits of SSN.
- A written statement describing the type of legal service requested, amount of time needed, and who will be responsible for payment. Please also provide a brief background on the legal case and a summary of the issues you would like to discuss with the doctor. This will help us best fulfill your request.

Legal requests and supporting documentation will be kept for a maximum of 90 days. If the legal request has not been set up within 90 days, we will discard your request.

PAYMENT:

Payment of fees is required within 10 business days of receipt of invoice. The fee is considered non-refundable if the attorney's office cancels less than 10 business days prior to the appointment and full payment of the hours scheduled for the appointment will be charged. If the legal appointment runs over the scheduled time, you will be billed accordingly. Our legal fees are listed on the second page.

Please note: Fees apply to appointments arranged by attorney offices. The Department of Labor & Industries and the Court system make their payment arrangements directly with our office.

TO REQUEST MEDICAL RECORDS:

UW Medicine individual physicians are not medical records custodians; accordingly, we cannot properly respond to requests or subpoenas seeking copies of records. Any documents seeking release of records (e.g., authorizations, 14-day notice letters, etc.) should be sent to Health Information Management for the UW Medicine facility where the patient was treated. This department is also the appropriate place to discuss any request for authentication of medical records, or request assistance in reading the records or provider signatures. A complete list of the facilities is available upon request. **No medical records will be provided by our office or the doctor at any time.** Medical records requests for the University of Washington Medical Center should go to the office listed below:

University of Washington Medical Center Health Information Management
325 Ninth Avenue, Box 359738
Seattle, WA 98104
Phone: (206) 744-9000 Fax: (206) 744-9997

We hope that these guidelines are helpful. Please feel free to call our office at (206) 685-9640